

## **CERTIFICATION APPLICATION INSTRUCTIONS**

### **Corporations**

- ☐ (1) Articles of Incorporation and all amendments.
- ☐ (2) Bylaws and all amendments.
- ☐ (3) Issued stock certificates (no samples) and completed stock transfer ledger. Proof of stock purchase.
- ☐ (4) Authority To Do Business in California if a foreign corporation.
- ☐ (5) All minutes of meetings of the Board of Directors for the last 3 years.
- ☐ (6) Initial Statement by Domestic Stock Corporation and all subsequent statements through the current year.

### **Limited Liability Companies**

- ☐ (1) Articles of Organization and all amendments or restatements.
- ☐ (2) Operating Agreement and all amendments.
- ☐ (3) Statement of Information (certified copy filed with Secretary of State).
- ☐ (4) Proof of Registration as a Foreign Limited Liability (if applicable).
- ☐ (5) California Tax Form 568, Limited Liability Company Return of Income for last three tax years will all schedules.
- ☐ (6) Proof of fees paid to Franchise Tax Board and/or Secretary of State.

### **Truckers**

- ☐ (1) Department of Motor Vehicle Registration.
- ☐ (2) Public Liability and Property Damage Insurance Coverage.

### **Suppliers**

- ☐ (1) List of manufacturers, including phone number.
- ☐ (2) Inventory list and address of storage site.
- ☐ (3) Explanation of how supplies are packaged and shipped to contractors.